

Using the Arcus II Scanner in the ITC

BASIC STEPS FOR SCANNING AN IMAGE

1. Click the **Start** menu.
2. Select **Programs**.
3. Select **Adobe Photoshop 4.0**.
4. Place the image face down on the scanner with the top of the page next to the 0" ruler.
5. Choose the **File** menu.
6. Select **Import**.
7. Select **Twain_32**.
8. Click the **Preview** button to preview your image.
9. (Optional) Manually change the settings on the FotoLook window. (See "Understanding FotoLook" quick reference guide.)
10. Create a selection around the area you would like to finalize.
11. Choose **Scan** to display the image in the Photoshop window.
12. When the scanner has stopped processing, close the FotoLook window to view your image in Photoshop.
13. (Optional) Edit the image in Photoshop.
14. (Optional) Save the image.
 - a. Choose the **File** menu.
 - b. Select **Save As**.
 - c. Locate the destination folder in the **Save In** box.
 - d. Enter your filename in the **File name** box.
 - e. Click the **Save As** box to display many graphics formats.
 - f. Select a format. (Note: If the image will be inserted into a Microsoft Word or Microsoft PowerPoint document, then select **PICT File (*.PCT, *.PIC)**).
 - g. Click the **Save** button.

BASIC STEPS FOR SCANNING A TEXT DOCUMENT

1. Click the **Start** menu.
2. Select **Programs**.
3. Select **OmniPage Pro for Windows 95**.
4. Place the image face down on the scanner with the top of the page next to the 0" ruler.
5. Click the **Auto** button or select the **Process** menu and choose **Auto OCR**. The scanned text will appear on your screen and a dialog box opens.
6. If you have additional pages to scan, put the next page in the scanner and click the **Add Pages** button. If you are finished, click the **Stop Scanning** button.
7. Make any necessary changes using the Check Recognition dialog box.
8. Save your scanned pages by locating the destination folder in the **Save In** box.
9. Enter your filename in the **File name** box.
10. Click the **Save as type** box and select the application you would like to save your document in.
11. Click the **OK** button.

